



LOCAL PARTNERS CAPACITY BUILDING PROGRAM

Session 6: Leading the Way –
Executive Director and Board Collaboration



Complementary Roles of Board and ED

Board	Executive Director
Governs organization	Manages organization and programs
Defines the “ends” (mission and vision)	Directs the “means” (goals and operations)
Makes decisions with one voice	Makes decisions with authority granted by board
Oversees ED; approves personnel policies; “advises” staff if necessary	Manages NGO staff and volunteers; HR administration
Chairs board committees	Staffs board committees as appropriate
Fiscal oversight; approves annual budget	Financial management; approves spending; develops and monitors budgets
Meets regularly; chair runs board meetings	Assists chair in planning board meetings; actively participates
Board chair/executive committee coordinate closely with ED	Keeps board, particularly the chair, informed of important issues
Promotes organization in collaboration with ED	Represents NGO to the public, liaises with community; engages board to promote organization
Raises funds in collaboration with ED	Raises funds with assistance from board
Provides Leadership	Provides Leadership

Complimentary Roles of Board and ED

Time: 40 minutes

- Case Study

Leading the Way

- Whether you are a board member or the executive director, you can provide leadership to your NGO.
- Aim for strengthening your board, its membership, and its role in governance.
- Prioritize and take small steps to continually improve your NGO governance and operations.

Activity - Next Steps

For this activity, collaborate with one other person to develop action plans for each of your NGOs.

Consider the two days of the Leadership and Governance training:

- In which areas is your organization doing well (try to identify at least two or three)?
- What three things can your NGO do to strengthen its governance and effectiveness? How would you prioritize them? Are these areas congruent with your improvement plans from the IDF self-assessment?

Then:

- Develop an action plan for at least one of your priorities (see action plan form)
- Help each other develop and improve the plans.